



EDUCATIONAL RESOURCE CENTER LIBRARY

LOAN POLICY

- Books:** May be checked out for 2 weeks and renewed if not requested by another borrower. Reference Books are for Library use only.
- Journals:** Journals may be checked out for 1 week and renewed if not requested by another borrower.
- Modules:** May be checked out for 2 weeks, depending on the module. A cash deposit is required. The amount varies from \$10 - \$40 depending on the module. Full refund is given when the module is returned on time and in good condition.
- Reserve Materials:** Material placed on reserve by College faculty may be obtained at the circulation desk. Check out is limited and is based on faculty instruction.
- Videos/DVDs:** May be checked out for 1 week. There is a \$5.00 cash deposit per video/DVD. Deposits are refunded in full when the video/DVD is returned on time and in good condition.
- Yearbooks:** Library use only

Procedure for Checking Out Material

- Complete a registration card
- Legibly sign (or print) your name on the check out card
 - Nursing students include your CONAH mailbox number.
 - Employees include your work area phone number on the check out card.
- Pay refundable deposit for modules and videos/DVDs (as applicable)

Loan Policy

Overdue and Lost Material

Lost

Material: Lost material should be reported immediately. Fines stop as of the day material is reported lost. The borrower is given time to look for the material before payment is expected.

The borrower is responsible for the replacement cost of the item. If the material is overdue, fines will also accrue up to and including the cost of the material. A \$5.00 processing fee will also be applied to the replacement cost.

Material Overdue: Fines are charged for overdue material. Fines accrue up to and including the cost of the material. A \$5.00 processing fee will also be applied to the replacement cost.

Fine Rates: Books/Journal = \$0.20 per book/journal, per business day

Reserve material = \$1.00 per item, per business day

Videos/DVDs = \$1.00 per video/DVD, per business day

Fines of \$3.00 and over must be paid before any additional material can be check out.

Payment: Checks or cash are accepted for fines / lost material. A \$33.00 fee will be applied for any returned check.

Students must return all materials and pay outstanding fines/ replacement costs to be allowed to register for classes, have transcripts sent, and/or graduate.

Employees must return all materials and pay outstanding fines/replacement costs prior to borrowing additional material or signing off service.